



U.S. Department of Housing and Urban Development
Richmond Office
600 East Broad Street
Richmond, Virginia 23219

VIRGINIA STATE OFFICE SPECIAL CLAIMS CHECKLIST

RENT-UP VACANCY CLAIMS:

1. _____ Rent roll showing move-in date for all units.
 2. _____ Explanation of vacancies of more than **30 days** after permission to occupy, including marketing outreach-include date of commencement of marketing.
 3. _____ Waiting list by bedroom size - after initial submission, should be updated every 6 months.
- Marketing must commence not less than 90 days prior to initial occupancy
 - Projects with PRAC's may only bill for 50% of operating rents on all claims (Notice 93-67)

REGULAR VACANCY CLAIMS:

1. _____ Owner's Notification to HUD of Vacancy.
 2. _____ The last 50059 for tenant that moved out.
 3. _____ The new tenant's move-in 50059.
 4. _____ Copy of reconditioning log (showing the move-out date start and finish date of each process, e.g., painted, carpet cleaned, etc.; date ready for occupancy; date re-rented.) In addition, explanation of any excessive days to begin and/or complete reconditioning (more than 3 days to begin and 10 to complete) and reasons for vacancy of more than **30 days**.
 5. _____ Waiting list by bedroom size - after initial submission should be updated every 6 months.
 6. _____ Copy of HUD Form 52671-C Adjustment Sheet - that reflects repayment of housing assistance payments.
- Vacancy claims **may not be submitted until after 60 days** or unit has been re-rented.

TENANT DAMAGES:

1. _____ Copy of signed move-in and move-out inspection forms.
2. _____ Copy of Security Disposition showing itemization of repair cost.
3. _____ Copy of first (move-in) 50059 for resident (verifying TTP and if the appropriate amount of security deposit was collected)
4. _____ Copy of the letter/bill sent to the Section 8 resident requesting payment for damages incurred.
5. _____ Copy of letter sent to collection agency and/or credit bureau.
6. _____ For painting and/or carpet cleaning, provide management's paint and/or carpet cleaning schedule for vacated unit, show when the unit was last painted and/or carpet cleaned, and how paint and/or carpet was damaged by resident.

7. _____ For major replacement items such as carpet, appliances, etc., provide the age of the item being replaced, the schedule for replacement of the item; show how the item was damaged by the resident; and, method of proration, if applicable.

- **A Period of 60 days must have passed before submitting tenant damage claims.**
- **Only extraordinary repair/replacement items should be claimed - items considered “normal wear and tear” will not be allowed. Some common ineligible items: regular carpet cleaning; light bulbs; batteries for smoke detectors; attorney’s fees/court costs; drip pans, trash/furniture hauling; etc.**
- **Projects renewed under option 405(a) of MAHRA are not permitted to submit for tenant damage claims.**

UNPAID RENT:

1. _____ Copy of Security Deposit disposition showing itemization of unpaid rent cost.
2. _____ Copy of the letter/bill sent to the Section 8 resident requesting payment of unpaid rent claim.
3. _____ Copy of letter sent to collection agency and/or credit bureau.

- **A period of 60 days must have passed before submitting unpaid rent claim.**
- **No reimbursement can be claimed for unpaid rent for the period after the resident vacates the unit.**

Two original owner certified copies of each form are required along with one copy of supporting documentation as required above for HUD’s use. The supporting documentation should be attached to the claim to which it pertains.